

## **Job Description**

### **Executive Director – Arkansas State Board of Public Accounting**

#### Class Summary

The Board of Accountancy Executive Director is responsible for overseeing the activities of staff personnel involved in the four key areas of administering the Certified Public Accountant (CPA) examination, evaluating credentials for granting new licenses and renewing current licenses, investigating violations of the Public Accountancy Act, and administering a quality review program in an attempt to protect the public welfare by improving the quality and integrity of the practice of public accounting. This position is governed by state and federal laws and agency policy.

#### Typical Functions

Oversees the activities of staff personnel involved in administering the Certified Public Accountant examination, evaluating the credentials of uncertified accountants applying for licensing, investigating violations of the Accountancy Act, and administering a quality review program. Functions as an advisor the Accountancy Board and represents the Accountancy Board to both the Office of the Governor and legislative bodies. Develops annual capital and operating budget information for the board and monitors the activities and expenditures against this aforementioned information. Ensures all accounting transactions are recorded in an efficient manner and in accordance with all regulatory requirements. Manages Accountancy Board administrative policies to ensure their consistent application. Performs other duties as assigned.

#### Knowledges, Abilities, and Skills

Knowledge of accounting principles and practices. Knowledge of the financial markets. Knowledge of specific financial data analysis. Knowledge of multiple types of spreadsheet analysis software applications. Knowledge of the principles and processes for providing customer services. Ability to determine the correct mathematical methods required for solution generation. Ability to determine an existing relationship among variables that appear unrelated. Ability to work effectively with additional members of the Accountancy Board. Ability to work effectively with interdepartmental professional groups. Ability to work effectively with legislative members.

#### Minimum Qualifications

The formal education equivalent of a bachelors degree in business administration, accounting, or a directly related field; plus four years of experience in the practice of public accounting including three years in a supervisory role. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other Job related education and/or experience may be

substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the qualifications review committee.

Certificates, Licenses, Registrations

Licensed as Certified Public Accountant in Arkansas.